



WorkforceOne (WF1) User Manual

MJSP Excerpt for Pathways to Prosperity (P2P) Grants

Office of Adult Career Pathways

Updated 09/07/2018

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Purpose of this Guide

Several P2P grants contracted in 2018 received Minnesota Jobs Skills Partnership (MJSP) training funds braided into the Adult Career Pathways (ACP) P2P funds. MJSP training funds have different restrictions than P2P funds through ACP. Activities entered in WF1 are reflective of the funding stream and budget cost category charged to fund the activity whether it is career counseling or training. MJSP funds are to be used for training activities only as detailed in [MJSP Funding Restrictions](#). The contents of this guide are included in the complete [ACP WF1 User Manual](#). This excerpted guide is meant as quick glance aid for grantees and to highlight the importance of entering P2P and MJSP funded activities appropriately in WF1. ACP staff acknowledge that this is a new process and welcome questions as they arise.

Activities

WorkforceOne (WF1) Activities are used to record services in which the participant is engaged in as a means of accomplishing program goals. As Activities are used to monitor compliance with the grant program contract and expected outcomes, it is important to capture all programmatic aspects of the individual's participation.

Please note: activities provided must be pre-approved within the organizations' negotiated contracted work plan with the Minnesota Department of Employment and Economic Development (DEED).

Required Activities

1. Required **Activities** for all ACP program sequences include:
 - a. **Assessment**
 - b. **Career Counseling**
 - c. **Individual Plan Development**

Minnesota Jobs Skills Partnership (MJSP) Funding Stream Restrictions on Activities:

MJSP funds are braided with select Pathways to Prosperity (P2P) Competitive Grant program contracts. MJSP funds are restricted to training funds only. You may not associate an activity which is unrelated to training with an MJSP funding stream. Activity options for MJSP funding streams include:

- d. **Adult Diploma Program**
- e. **Apprenticeship**
- f. **Basic Skills Instruction**
- g. **Bridge Programs**
- h. **Credentialed Coursework/Training**
- i. **ESL/ELL Training**
- j. **Financial Literacy Education**
- k. **GED Test Preparation**
- l. **Non-credentialed Training**
- m. **OJT – Public or Private**
- n. **Work Readiness Skills Training**

Activity Type Definitions

The table below defines the options when entering **Activities** into the Adult Career Pathways (ACP) program in WF1.

Activity	Definition
Adult Diploma Program (ADP)	Minnesota's Adult Basic Education (ABE) high school diploma program is a standard competency-based diploma that is issued by the MN Department of Education for adults that complete an approved ABE program. Do not use this activity for GED Test Preparation programs.
Apprenticeship	A combination of on-the-job training (OJT) and related instruction in which workers learn the practical and theoretical aspects of a skilled occupation. Apprenticeships are different from OJT in that the employer pays 100% of the participant's wages.
Assessment	An evaluation of the person's capabilities, interests, needs, and vocational potential.
Basic Skills Instruction	This activity is to be used for participants accessing Adult Basic Education (ABE) services which are <u>not</u> a part of a specific program such as Adult Diploma, GED Test Preparation, or ESL/ELL.
Bridge Programs	Bridge programs prepare adults with limited academic or limited English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high-demand, middle- and high-skilled occupations. The goal of bridge programs is to sequentially bridge the gap between the initial skills of individuals and what they need to enter and succeed in postsecondary education and career-path employment.
Career Counseling	Case management services provided to participants to address the barriers and progress toward educational and employment goals.
Credentialed Coursework/Training	Enrolled in courses offered by accredited training institutions, private trade schools, and academic facilities. Training recorded under this activity must lead to an industry-recognized or postsecondary credential(s) (certificates, diplomas, degrees).
Employed Full-Time	Regular employment of 30 hours or more per week.
Employed Part-Time	Regular employment of less than 30 hours per week.

Activity	Definition
ESL/ELL Training	Instruction to English as a Second Language (ESL)/English Language Learner (ELL) participants whose native language is not English.
Financial Literacy Education	Education to develop skills for making informed decisions about personal finances.
GED Test Preparation	This activity provides instructions to participants to equip them with the skills necessary to successfully pass the General Education Diploma (GED) test.
Holding	This is a placeholder to keep the program sequence open, but temporarily places a participant in "suspension." Holding is commonly used to allow some time to pass before anticipated entry into another activity. This activity should only be used for up to 90 days.
Individual Plan Development	This activity is to be used when the service provider and participant jointly create their Individual Employment Plan (IEP), which outlines the responsibilities of both the participant and the service provider as the participant prepares to achieve the program goal of full-time, long-term, unsubsidized employment at the most realistic and highest possible wage. This activity is to remain open until the participant has exited the program.
Independent Job Search	This activity requires participants to make a pre-determined number of inquiries to prospective employers over a specified period of time. This may include telephone or walk-in contacts, completion of applications, or interviews. This component is designed so that the participant conducts his/her job search independently or individually within a group setting.
Local Flag	The Local Flag activity is defined within each local agency for use at each own location's preference. This activity is not used to pull state-wide data.
Non-credentialed Training	This activity includes instruction which does not lead to a recognized credential, but is designed to improve the employability and post-secondary preparation of the participant. Examples include digital literacy, Driver's License instruction, customer service training, ServSafe, etc.
OJT – Public or Private	A work placement made through a contract with an employer or registered apprenticeship program sponsor in the public, private non-profit, or private sector. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. The OJT Service Provider provides the

Activity	Definition
	Employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training.
Orientation	Orientation may be delivered via a group setting, or may be part of an individual counseling session. The orientation includes information on program benefits and opportunities available, rights and responsibilities for participating, etc.
Paid Work Experience	This activity is used when a participant is in a temporary paid employment experience in the public, private nonprofit, or private sector.
Retention	This activity is used to keep the program sequence open after they have gained employment in order to provide continued support in the first 90 days. This could include career counseling, support services, or other necessary resources to assist the participant in maintaining employment.
Self-Employment Training	Activity that improves the employability of participants by providing training in setting up and operating a small business or other self-employment venture.
Staff-Assisted Job Placement	Referral to programs for job openings, job seeking and job development.
Staff-Assisted Job Search in Area	Staff-assisted job search and interview preparation for job(s) within a 50-mile radius.
Staff-Assisted Job Search out of Area	Staff-assisted job search and interview preparation for job(s) outside a 50-mile radius.
Uncompensated Work Experience	This activity is used when a participant is in a temporary unpaid employment experience in the public, private nonprofit, or private sector.
Work Readiness Skills Training	Instruction in job-seeking techniques including, but not limited to, soft skills such as professionalism or communication and teamwork, online job search tools, resume writing, mock interviews, job skills assessments, job search clubs, or other direct training or support activities.

Entering Activities

One Activity was opened during the enrollment process (either Assessment, Career Counseling, Individual Plan Development, or Orientation). You will need to enter additional activities to record the

participant's involvement in additional services as per the [Required Activities](#) section of this guide, while keeping in mind [MJSP Funding Restrictions](#).

Co-enrollment with Same Provider

At the present time, only one [Enrollment](#) (see complete ACP WF1 User Manual) sequence for the Adult Career Pathways (ACP) program may be open at a given time. When an organization has more than one funding stream (for example, P2P, MJSP, SE Asian, or WESA) and the participant will be enrolled in more than one funding stream within the same organization, co-enrollment will be recorded via activities.

For example, Agency A has two grants: Southeast Asian Economic Relief (SE Asian) and Pathways to Prosperity (P2P). The SE Asian grant will pay for support services such as bus cards, while the P2P grant will pay for tuition. Since Agency A is administering both grants, co-enrollment may occur.

1. From the **Person At-A-Glance** page, note that the Adult Career Pathways (ACP) **Program** is in *Enrolled* **Status**.

General

At-A-Glance

Contact

Tickler

Demographics

Work Preferences

MN Works Resume

Case Note

Add Case Note

Case Note Quick

Case Note Search

Cases

Program/New App

Eligibility/Enrollment

Activity

TAA

Plan

Credential

Reporting Collection

Youth Performance

Participation Hours

Exit

Person At-A-Glance

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Name and Mailing Address
Becca Johnson
General Delivery
Blaine MN 55449
The geo-coding search was unable to verify this address. The address is not valid for Work Preferences or Talent Pool Search.
No Phone Data Available

Birth Date 07/13/1989
Primary E-mail
Secondary E-mail
Record ID 202013257
MAXIS Case 22335
Last 4 SSN 3213
MAXIS PMI 56489654

Program	Status	Application Date	Enroll Date	Exit Date	Closed from App Date	Last Follow-up Date	COFFR
SNAP FT Seq 1	Enrolled	05/01/2018	05/04/2018				Henn/Carver (9)
ACP Seq 1	Enrolled	04/26/2018	04/26/2018				Henn/Carver (9)

2. Within the **Adult Career Pathways – Enrolled** sequence, select **Cases > Activity**, then **Add ACP Activity**.

Home Search My Tasks Recent Work Manage Case Manage Program Reports References Resources Help

General

At-A-Glance
Contact
Tickler
Demographics
Work Preferences
MN Works Resume

Case Note

Add Case Note
Case Note Quick
Case Note Search

Cases

Program/New App
Eligibility/Enrollment
Activity
TAA
Plan
Credential
Reporting Collection
Youth Performance
Participation Hours
Exit
Follow-Up

Activity Summary

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Show SNAP ET Seq 1 - Enrolled - User-Generated

Hide Adult Career Pathways Seq 1 - Enrolled

Enrollment Date: 04/26/2018 Exit Date:

Activity: Subtype: Work Exp Type	Funding Stream	Start Date/End Date	Staff: Agency	Action
Career Counseling	ACP P2P Model 1 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy
Indv Plan Dvprmt	ACP P2P Model 3 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy
Orientation	ACP P2P Model 2 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy
Assessment	ACP P2P Model 1 SFY18-19	06/30/2018 Open	Becca L Johnson Hennepin Cty	Edit Delete Copy

Add ACP Activity

- Select an **Activity Type** from the dropdown options. Note the [MJSP Funding Restrictions](#) to activities. **Next**.

Adult Career Pathways Activity

Becca Johnson
Birth Date 07/13/1989

Record ID 202013257
MAXIS Case 22335

Program Seq 1

Agency: Location

Enrollment Date 04/26/2018

Entered by Becca L Johnson

*Assign to Staff Johnson, Becca (Current Primary) ▼

*Activity Type None Selected ▼

Next Cancel

- On the **Adult Career Pathways Activity** page, select the appropriate **Funding Stream** from the dropdown options, and complete any other required fields as specified in [Entering Activities](#) (see complete ACP WF1 User Manual).

Minnesota Job Skills Partnership (MJSP) Funding Stream

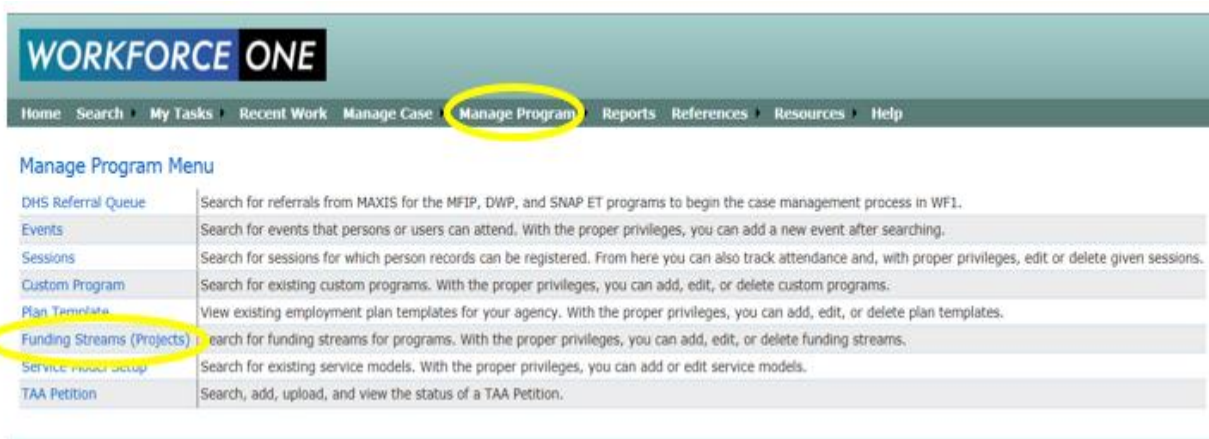
Select Pathways to Prosperity (P2P) grants receive a portion of their funding from the Minnesota Job Skills Partnership (MJSP), which is set up as a separate funding stream within the Adult Career Pathways (ACP) program in WorkforceOne (WF1). MJSP may only fund a participant's training if they are at or below 200% of the Federal Poverty Guideline (FPG). Only training activities may be funded by MJSP; please see [MJSP Funding Restrictions](#).

All participants enrolled into the MJSP funding stream in WF1 must have an MJSP Applicant Statement of Income form completed and follow the MJSP Income Eligibility Guidelines. The form and guidelines are available on DEED's [P2P website](#).

Review Available Funding Streams

Funding streams are identified by P2P Model Number, whether it is MJSP or P2P funding, and a Grant Contract Number. Follow the instructions below to identify which program is associated to which funding stream.

1. Select **Manage Program > Funding Streams (Projects)**.



2. In *Funding Stream Category*, select **Adult Career Pathways**.
3. Select your organization's name in *Agency Associated*. **Run Search**.

Funding Stream Search

The screenshot shows a web form titled "Funding Stream Search". At the top, there is a dropdown menu labeled "Hide Search Criteria". Below this, the form contains several input fields and dropdown menus. The fields are: "Funding Stream" (a text input field), "Funding Stream Category" (a dropdown menu with "Adult Career Pathways" selected), "Grant Number" (a text input field), "Grantee COFFR" (a dropdown menu with "All Values" selected), "Agency Associated" (a dropdown menu with "All Values" selected), and "Status" (a dropdown menu with "Active" selected). At the bottom left of the form is a button labeled "Run Search". Several of these elements are highlighted with yellow circles: the "Funding Stream Category" dropdown, the "Agency Associated" dropdown, the "Run Search" button, and the "Funding Stream" text input field.

4. In the example below, the organization has 6 different MJSP/P2P **Funding Streams**, all tied to specific **Grant Numbers**.
- Grant Number 8EXAMPLE7800 has two funding streams: one for MJSP and one for P2P.
 - Grant number 8EXAMPLE7801 has two funding streams: one for MJSP and one for P2P.
 - Grant number 8EXAMPLE7803 has two funding streams: one for MJSP and one for P2P.

Selecting the Appropriate Funding Stream at Initial Enrollment when Opening the Initial Activity

1. The *Activity Type* options at initial enrollment include **Assessment, Career Counseling, Individual Plan Development, and Orientation**. Since none of these activities are training activities as identified in [MJSP Funding Restrictions](#), the *Funding Stream* option chosen must be P2P and cannot be MJSP.

The screenshot shows a web form titled "Open Initial Activity". It contains two required fields: "*Activity Type" and "*Funding Stream". The "*Activity Type" dropdown menu is open, showing a list of options: "None Selected", "Assessment", "Career Counseling", "Individual Plan Development", and "Orientation". This dropdown menu is highlighted with a yellow circle. Below these fields is a "Case Note" text area. At the bottom of the form, there is a "Spell Check" button and four action buttons: "Enroll", "Enroll and Add Another Activity", "Save without Enrolling", and "Cancel".

2. Chose the appropriate *Funding Stream* as per your organization's internal budgeting procedure. All P2P funding streams being with "**ACP P2P...**" and all MJSP funding streams begin with "**ACP MJSP...**"
3. **Enroll.**

Open Initial Activity

*Activity Type

*Funding Stream

Case Note

Spell Check

Enroll Enroll and Add Another Activity Save without Enrolling Cancel

None Selected

None Selected

ACP MJSP Model 1 SFY18-19

ACP MJSP Model 2 SFY18-19

ACP MJSP Model 3 SFY18-19

ACP P2P Model 1 SFY18-19

ACP P2P Model 2 SFY18-19

ACP P2P Model 3 SFY18-19

ACP P2P Model X SFY18-19 Test

ACP Test SFY18-19

AIOIC/NWICDC Split Test SFY18

Funding Stream SFY18

Hennepin County/LMD

OIC Programs SFY18

Selecting the Appropriate Funding Stream when [Entering Activities](#)

The **Adult Career Pathways Activity** page requires the association of a *Funding Stream* in the **Open Activity** section.

If the activity will be funded by P2P (Non-MJSP funds), select the funding stream which begins with **ACP P2P**. If the activity is for training and will be funded by MJSP, select the funding stream which begins with **ACP MJSP**.

▼ Hide Open Activity

*Start Date

Estimated End Date

*Funding Stream

Activity Subtype

Estimated Cost \$

Estimated Hours

User Defined Text 1

User Defined Text 2

User Defined Date

None Selected